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# BOARD OF SELECTMEN MINUTES

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**MONDAY, AUGUST 18, 2014 – 6:30 P.M.  
TRAINING ROOM AT PUBLIC SAFETY BUILDING**

This meeting is aired live and taped for local television.

PRESENT: Leo Janssens II, Chair, Duncan Phyfe, Member, Nick Davis, Clerk, Doug Briggs, Town Administrator.

I. SALUTE THE FLAG

***Leo Janssens called the meeting to order at 6:35 p.m. and led everyone in the Pledge of Allegiance.***

II. SOLICIT PUBLIC INPUT (5 minute limit) - None

III. APPROVAL OF AGENDA

***Duncan Phyfe made the motion to approve the agenda as presented and was seconded by Nick Davis. Motion carried.***

IV. PRESENTATIONS & REPORTS

A. Mike Valanzola – Candidate for State Senate

Mike Valanzola a candidate for State Senate from Wales gave a brief introduction to the Board and Ashburnham residents. He also made himself available to the Board and public for questions. His hope is to be on the ballot come this November.

IV. OLD BUSINESS - None

VI. NEW BUSINESS

A. Approval of State Primary Warrant for Posting

***Duncan Phyfe made the motion to approve the agenda as presented and was seconded by Nick Davis. Motion carried***

B. Support of the 2014 update to Ashburnham's Open Space and Recreation Plan

The Board has been asked by the Conservation Commission to send a letter of support to the Executive Office of Energy and Environmental Affairs to help with the approval of the Ashburnham Open Space and Recreation Plan. ***Duncan Phyfe made the motion to approve the letter of support for the Open Space and Recreation Plan as presented and was seconded by Nick Davis. Motion carried.***

C. Vote to open the October 28, 2014 Special Town Meeting Warrant

The Board voted to open the warrant for submission of articles and to also set a closing date. ***Duncan Phyfe made the motion to open the warrant for the October 28, 2014 Special Town Meeting and close warrant on September 25, 2014 and was seconded by Nick Davis. Motion carried***

D. Request for a One-Day Special Liquor License Fundraiser

The Turnpike Rod and Gun Club is requesting a One-Day Special Liquor License (beer and wine only) for Saturday, September 13<sup>th</sup> 12:00 noon to 6:00 p.m. to benefit the Boston Wounded Vets. They would like this permit to allow them to serve the beer and wine outdoors on their property for this event. Police and Fire Chiefs are in support. ***Nick Davis made the motion to approve the one day liquor license (beer and wine) for the Turnpike Rod and Gun club and was seconded by Duncan Phyfe. Motion carried***

#### VII. TOWN ADMINISTRATOR'S UPDATE

Doug Briggs presented his report and the Town Administrator's reports are available on-line at <http://www.ashburnham-ma.gov>

#### **TOWN COMMITTEES**

Currently there are openings on the following (1) Conservation Commission, (3) Council on Aging Board, (1) Parks and Recreation, (1) Historical Commission. These are listed on the Town's website under Volunteer Opportunities.

#### **FIRE CHIEF**

I have established a Fire Chief Search Committee consisting of:

Larry Barrett, Sylvia Turcotte, Steve Nims, George Cornwall, Joe Oliveira, Jerry Descoteaux, and Jeff Lawrence. They held their first organizational meeting on August 11<sup>th</sup>. They will be reviewing applications as they come in and will ultimately send me their top three choices for consideration.

Ads were placed in the MMA website, Beacon, town website, International Association of Fire Chief's job board.

#### **REVIEWS**

I conducted Department Head reviews the week of August 11<sup>th</sup> and they are complete.

#### **INSPECTOR GENERAL**

I received an information request from the Inspector General's office regarding their investigation of the Ashburnham Librarian. Information goes back many years and covers the full scope of revenues and expenses. Sylvia, Paul Pollastri, Tanya, and Library staff are the main focus of the data collection and this has taken many hours of research and processing.

#### **BUDGET**

I need to have the Board sign Chief Procurement Officer (CPO) authorizing me to act as the CPO for Ashburnham. I will also be sending to the state an amended CPO delegation form for all applicable department heads. The last time this was updated was in November of 1990.

I met with my financial team Paul Pollastri (treasurer), Carla Clifford (collector), Tanya Gaylord (accountant), Harold Sheid (assessor), and Sylvia (TA assistant) to establish the FY 15 financial calendar. Sylvia has booked our fall town meeting on October 28<sup>th</sup> at Oakmont Regional High School in the Auditorium.

#### **DPW**

Water Main Replacement construction started on July 11<sup>th</sup> and per current schedule (posted weekly on website) they will be done through Williams Road by August 29<sup>th</sup> well ahead of original schedule.

Working with Rep Jon Zlotnik to try and get some grant money for the Sewer Upgrades in Gardner. Steve and I attended the MPO meeting on June 25<sup>th</sup> where they voted to approve the design phase on the Rt. 101 and Corey Hill Road intersection. The engineering has already begun.

Weston and Sampson started the engineering for RT 101 paving project. This will allow us to get on the TIP schedule hopefully for FY16.

Town crews are doing the preparation on Hastings Road. The paving operations started August 6<sup>th</sup> and it will include full reclamation of Hastings from the Meeting House Hill cemetery to Stowell Road.

**BOS**

Our BOS meeting on December 15<sup>th</sup> will need to be moved to a new location due to police training the entire week on the 15<sup>th</sup>. I recommend Town Hall.

**FIRE UNION**

I started negotiations with the new Fire Employees' Union on June 25, 2014. We met on July 24<sup>th</sup> and have a scheduled meeting on August 21<sup>st</sup>.

**CABLE CONTRACT**

Attorney Bill Solomon working on our behalf sent out an RFP to Comcast on August 7, 2014 for both Westminster and Ashburnham comments and requests were incorporated into the RFP from public hearings that were held in both Westminster and Ashburnham. We are looking for a response within a month's time. Extension would be given upon request.

**PLEASANT STREET**

Received the incident reports for all intersections in the areas and once the paperwork is signed by the Board MRPC will do a traffic count on Pleasant and Central.

**GREEN COMMUNITY**

Mark Carlisle, Stan Herriott, and I are gathering information to generate an application to the State for Green Energy status. Project is going well and we are looking for a fall submission.

**SIGNS**

Dick Reynolds our Building Commissioner has suggested that the bylaws be updated to incorporate any exemptions (those for municipal use) so that it can be referenced in the future when questions are asked. He also recommends that the Board asks the Planning Board to review and make any needed changes and would be willing to meet with either or both boards to get this accomplished.

**TOWN HALL AND DPW – NEW EXTENSIONS**

When calling Town Hall you will notice that there is a new message. This change is due to an upgrade in our Shoretel system. The extensions are as follows:

<u>Town Administrator and Board of Selectmen</u>	<u>0</u>
<u>Treasurer/Collector/Accountant</u>	<u>1</u>
Collector	1
Treasurer	2
Asst. Treasurer	3
Accountant	4
<u>Assessors</u>	<u>2</u>
<u>Town Clerk</u>	<u>3</u>
<u>Planning and Conservation</u>	<u>4</u>
Planning	1
Conservation	2
<u>DPW and Water/Sewer</u>	<u>5</u>

Land Use/Inspections/Zoning	6
Board of Health	7

VIII. APPROVAL OF MINUTES

A. July 21, 2014 Minutes – Regular Meeting

***Duncan Phyfe made the motion to approve the minutes as presented and was seconded by Nick Davis. Motion carried.***

IX. BOS CORRESPONDENCE - None

X. AUGUST/SEPTEMBER MEETINGS and EVENTS

- Monday, September 1<sup>st</sup> – LABOR DAY HOLIDAY

XI. ANNOUNCEMENTS

Town Clerk Reminders:

- January 1<sup>st</sup> and on – Open registration of voters at the Town Hall, Town Clerk’s Office, 32 Main Street, from 7:30 a.m. to 7:00 p.m. on Mondays and 7:30 a.m. to 5:00 p.m. Tuesday thru Thursday.
- Dog fines of \$25.00 per dog will be mailed soon to all those who have not yet licensed their dogs. This fine is in addition to the licensing fee with late fee. Please call the Town Clerk’s office at 978-827-4100 ext. 114 if you have any questions.
- Wednesday, August 20<sup>th</sup> from 8:00 a.m. to 8:00 p.m. – final registration of voters for the State Primary to be held on September 9<sup>th</sup>.
- Monday, September 8<sup>th</sup> until 12:00 noon – last day to file applications for absentee ballots for voters who will be out of town for the State Primary.
- Tuesday, September 9<sup>th</sup> – STATE PRIMARY – Polls open at 7:00 a.m. and close at 8:00 p.m. at the J.R. Briggs Elementary School Gym, 96 Williams Road.

Due to the Labor Day holiday on Monday, September 1<sup>st</sup>, the next scheduled Board of Selectmen meeting will be held on Tuesday, September 2, 2014 at 6:30 p.m. in the Training Room at the Public Safety Building.

XII. SOLICIT PUBLIC INPUT (5 minute limit) – None

XIII. EXECUTIVE SESSION – None

XIV. RECOGNITION – FIRE CHIEF PAUL ZBIKOWSKI – RETIREMENT

The Board presented Chief Zbikowski with a plaque as recognition of his many years of service to the Town. Light refreshments were served.

XV. ADJOURNMENT

***Leo Janssens made the motion to adjourn at 7:25 PM and was seconded by Nick Davis. Motion carried.***

Respectfully submitted,  
Doug Briggs, Town Administrator